

CLASS SPECIFICATION
County of Fairfax, Virginia

CLASS CODE: 1250

TITLE: GENERAL REGISTRAR

GRADE: X-01

DEFINITION:

Under direction, to plan, direct, coordinate and control the activities and operations connected with the registration of voters and the maintenance of registration and election records; and to do related work as required.

TYPICAL TASKS:

Plans, organizes, and directs the work of a clerical staff engaged in the registration of voters and the maintenance of registration and election records;

Directs the preparation and maintenance of personnel records, payroll, bills, and departmental budget;

Initiates the use of procedures, forms or equipment to facilitate work;

Initiates replies to correspondence;

Controls the distribution of precinct registration books and other necessary materials to election officials prior to each election and is responsible for return of same;

Assist in the instruction of election officials prior to elections;

Maintains current precinct maps;

Coordinates required operations when precinct boundary lines are changed;

Coordinates and controls the work of assistant registrars throughout the County;

Furnishes information to citizens' groups and political parties upon request;

Confers with and reports to the Electoral Board;

As Clerk to the Board, prepares the agenda, attends meetings and records the minutes, and prepares correspondence;

Performs other responsible duties for the Secretary to the Electoral Board.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of state and municipal citizenship and voting registration laws and regulations;

Knowledge of state election laws and procedures and of the maintenance and protection of voting registration lists and records;

Knowledge of office management and record keeping procedures;

Ability to establish and maintain effective working relationships with County officials, employees and the general public;

Ability to plan and direct the work of others;

Ability to prepare reports;

Integrity;

Pleasing personality.

EMPLOYMENT STANDARDS:

Graduation from high school, four years of experience in office or business management, and two years of responsible supervisory experience.

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